

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

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January 14, 1982

ALL-COUNTY LETTER NO. 82-03

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY AUDITORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

## REFERENCE:

This is to provide claiming instructions for the October-December 1981 quarter. Included are instructions applicable to the Title XX Social Services, Title IV-B Child Welfare Services, Emergency Response, Cuban Phasedown and Cuban Haitian Entrant Programs. Additionally, revised funding ratios for AFDC/AFDC-FC Staff Development costs and clarification on the time limits for submitting prior year claims are provided.

The following forms are to be used for the October-December 1981 quarter claim and are being forwarded to counties separately:

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	10/81	DFA 327.8	10/81
DFA 325.1a	7/81	DFA 403	7/81
DFA 325.2	7/81	DFA 50	7/79
DFA 325.3	10/81	DFA 419	7/81
DFA 325.4	1/81	DFA 394	10/81
DFA 327.1	10/81	DFA 396	10/81
DFA 327.2	10/81	DFA 46	11/81
DFA 327.3	7/81	DFA 47	10/81
DFA 327.4	10/81	DFA 43	10/81
DFA 327.5	10/81	DFA 323	10/81
DFA 327.6	10/81	DFA 856	10/81
DFA 327.7	10/81		

Title XX Social Services

ACL 81-108 notified counties of the consolidation of specific social services programs. Accordingly, the appropriate administrative expense claim forms have been revised. Due to the combining of Title XX, Title IV-B, Emergency Response and Social Services Staff Development funds into a single allocation, this category will now be referred to as Other County Social Services (OCSS). In addition, Title IV-B has been eliminated from the claim.

GEN 654 (9/79)

Child Protective Services (CPS)-Emergency Response and Emergency Response Backup-Title's XX and IV-B

The CPS-Emergency Response, Emergency Response Backup-Title XX, and Emergency Response Backup-Title IV-B Programs (previously, lines E, Q and R respectively) have been eliminated as separate line items throughout the claim. These programs have been incorporated into OCSS.

Cuban Haitian Entrant

Effective with the October-December 1981 quarter, the Cuban Haitian Entrant Program has been added to the claim.

Foster Care Program - Title IV-A

ACL 81-108 notified counties that all Social Services related activities previously charged to the Foster Care Title IV-A Program have been incorporated into the Out-of-Home-Care for Children Program. This change will have no impact on your Social Services Allocation as these activities were previously charged to OCSS. The appropriate forms have been revised and reflect the elimination of this category from the claim.

OTHER COUNTY SOCIAL SERVICES (OCSS) DIRECT COSTS

The following provides counties with the allowable direct costs of each OCSS program and the appropriate program code to be used when claiming costs on the DFA 325.3, Social Services Direct Costs:

Child Protective Services (CPS)

Allowable direct costs include all CPS service funded resources as outlined in the 1981/82 CASPP; all direct costs previously charged to the Emergency Response-Backup Programs (exclusive of those included in Emergency Response below); and any protective service previously charged to Title IV-B. These costs, when claimed, are to be coded B3.

Emergency Response (ER)

Allowable direct costs are limited to (1) paid overtime; (2) stand-by pay; (3) emergency in-home caretakers; and (4) emergency shelter costs including retainer fees. These costs, when claimed, are to be coded B4.

Optional Services

Allowable direct costs include all service funded resources provided under the optional programs outlined in the 1981/82 CASPP. Counties are reminded that in order to provide an optional service under OCSS, the optional service must be reflected in the county's individual services plan.

Due to the elimination of Title IV-B as a separate program, counties are instructed to charge the costs of meeting the specialized needs of children

previously provided under CWS; i.e., camp, guardianship studies, tutoring; etc., including the costs of returning out-of-state runaways as provided in Division 10-320.16, to Optional Services-Code B7.

Additionally, ACIN-I-148-81 notified counties that effective January 1, 1982 the four repealed mandated programs (Health Related, Employment Related, Child Day Care Case Management and Family Planning Services) will no longer be funded utilizing Title XX funds. However, for the October-December 1981 quarter, service funded resources applicable to the Health Related, Employment Related and Family Planning Services Programs, as outlined in the 1981/82 CASPP, may be charged to the Optional Program category - Code B7. There should be no service funded resources charged to the Child Day Care Case Management Program.

With regard to the remaining OCSS Programs, counties are advised to use the corresponding codes indicated on the bottom of the DFA 325.3 when claiming the allowable service funded resources outlined in the 1981/82 CASPP.

#### Cuban Program Phasedown

All County Information Notice No. I-126-81, informed counties that federal funding for the Cuban Program Phasedown (CPP) may not be available for costs incurred after September 30, 1981. Given this, the CPP has been deleted from the administrative expense claim.

Counties are instructed to include the hours charged to CPP on the DFA 43 during the November Time Study, with the hours reported to the appropriate categorical aid program lines on the DFA 323, Eligibility Nonservice Time Study Summary.

Specifically:

CPP-Medical Assistance hours, DFA 43, line M, should be included with hours reported to Medi-Cal, line C of the DFA 323;

CPP-AFDC hours, DFA 43, line N, should be included with hours reported to AFDC-FG/U, line A of the DFA 323; and,

CPP-General Relief, DFA 43, line O, should be included with hours reported to General Relief, line D of the DFA 323.

Counties should note time associated with the CPP cases in the margins of the categorical aid programs on the DFA 323. In the event that federal funding becomes available, this department will make any necessary adjustments to the administrative expense claim.

#### Non-Federal AFDC-FG/U

Effective October 1, 1981, the Department of Agriculture, Food and Nutrition Service (FNS), has agreed to provide 50 percent federal financial participation (FFP) for the administrative costs associated with providing food stamp benefits to nonfederal AFDC-FG/U recipients. Given that this population of recipients not only receives the nonfederal cash grant, but also receives nonfederal medical

benefits and are certified for food stamps, it was agreed that FNS would provide the normal 50 percent FFP for one-third (33 percent) of the related administrative costs. The remaining 66 percent of the administrative costs will be charged to the nonfederal AFDC-FG/U Program.

Therefore, effective with the October-December 1981 quarter, the Eligibility and Nonservice Modification Sheet - DFA 327.5 (Part B) has been revised to allocate 33 percent of the administrative costs of nonfederal AFDC-FG/U Continuing and Quality Control to the Nonassistance Food Stamp Program.

The administrative costs applicable to the AFDC-FG/U intake function will continue to be charged to the federal AFDC Program as previously provided in ACL 81-68, dated July 6, 1981.

#### Staff Development AFDC/AFDC-FC

The federal budget reduced federal sharing for AFDC/AFDC-FC, Staff Development costs from 75 percent to 50 percent. Therefore, effective with the December 1981 quarter, the funding ratios for AFDC/AFDC-FC, Staff Development will be 50 percent federal/25 percent state/25 percent county.

#### Prior Year Claiming

ACL 81-32 notified counties of the two-year limitation on filing prior year claims after October 1979. The federal regulations specifically state that the limitation will be effective two years from the end of the quarter in which the expenditure was made.

It is necessary to emphasize that the claims must be submitted by the state to DHHS within the two year period. Thus, in order to provide for desk audits and prepare the federal claims, they must be received by DSS no later than 90 days prior to the end of the 24 month period.

Counties are reminded that it is their responsibility to ensure that claims for expenditures are prepared correctly. DSS will make every effort to submit these claims on a timely basis. However, please be advised that the department cannot guarantee funding for prior year claims.

#### Claiming Form Changes


The majority of the administrative expense claiming forms were changed effective October 1981. Those changes are outlined below:

1. DFA 325.3 Specific Identification of Direct Costs - Social Services - Group III-A reflects revised Code designations of Social Services Programs.
2. DFA 327.1 Social Services Program Distribution reflects elimination of Staff Development (column 7). Social Services Staff Development costs will now be carried forward from the DFA 325.4 to the DFA 327.6. The following programs have been eliminated: Family Planning; Child Protective Services-Emergency Response; Child Welfare Services-Title IV-B; Emergency Response-Backup Title XX; Emergency Response-Backup Title IV-B; and, the Foster Care Program Title IV-A. The Cuban Haitian Entrant Program, line N, has been added. (Footnote changes.)

3. DFA 327.2 Eligibility and Nonservice Program Distribution reflects elimination of Staff Development costs for lines A, B and C, Column 6. Staff Development costs for AFDC-FG/U, AFDC-FC and Medi-Cal will now be carried forward from the DFA 325.4 to the DFA 327.7. The revised DFA 327.2 includes the addition of the Cuban Haitian Entrant Programs, Medical Assistance (line K), AFDC (line L), and Non-AFDC (line M). The following programs have been eliminated: Emergency Loan; Aid to the Potentially Self-Supporting Blind (APSB); and, Cuban Phasedown. (Footnote changes.)
4. DFA 327.5 Eligibility and Nonservice Modification Sheet reflects addition of line K (Part B, Modification A) to allocate administrative costs for nonfederal AFDC-FG/U Continuing and Quality Control to the Nonassistance Food Stamp Program. Additionally, Modification B - Cuban Program Phasedown-AFDC Reimbursement has been eliminated.
5. DFA 327.4 Services Modification Worksheet (Footnote changes.)
6. DFA 327.6 Social Services Fund Distribution Report eliminates Identification of Staff Development Costs and Distribution. Cuban Haitian Entrant Program has been added to line N. Eliminates the following: Family Planning; Child Protective Services-Emergency Response; Child Welfare Services Title IV-B; Emergency Response-Backup Title XX; Emergency Response-Backup Title IV-B; and, Foster Care Title IV-A. (Footnote changes.)
7. DFA 327.7 Cuban Haitian Entrant Program Medical Assistance (line K), AFDC-FC (Line O), and Non-AFDC (Line M); and Staff Development, AFDC-FG/U (Line N), AFDC-FC (Line O), and Medi-Cal (Line P) have been added. The APSB, Emergency Loan and Cuban Phasedown Programs have been eliminated. (Footnote changes.)
8. DFA 327.8 Total Expenditures Fund Distribution Report eliminates the following programs: APSB; Staff Development; Title XX Social Services; Emergency Loans; Child Welfare Services; Child Protective Services-Emergency Response; and, Cuban Program Phasedown. Adds the In-Home Supportive Services-Direct Supervision; Other County Social Services; and, Cuban Haitian Entrant Programs. (Footnote changes.)
9. DFA 394 Review of Social Services Contracts and Other Direct Costs identifies revised Other County Social Services Programs. The following programs have been eliminated: Family Planning; Child Protective Services-Emergency Response; and, Child Welfare Services Programs. Separately identifies Refugee Resettlement Programs' OCSS Services from Non-OCSS Services; and, Licensings' Foster Family Homes from Day Care. Adds Cuban Haitian Entrant Program.
10. DFA 396 WIN Child Care (Footnote changes.)
11. DFA 47 Social Services Time Study Summary reflects Time Study changes as provided in ACL 81-108. Identifies supervisors' hours for the Adoption and Licensing Programs. (Footnote changes.)

12. DFA 323 Eligibility Time Summary reflects Time Study changes as provided in ACL 81-108. (Footnote changes.)

All questions concerning this letter should be directed to your fiscal consultant at (916) 323-0270 or ATSS (8) 473-0270.

  
JAMES H. GOMEZ  
Deputy Director  
Administration

cc: CWDA